



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Mike Perry Employee ID #: (b) (6)
Position Title (optional): Support Svs. Spec. PP-Series-Grade (optional): GS-14
Organization (optional): OMS/OA/FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): _____ AND/OR Total Number of Hours: 22.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☒ Limited ☐ Extended ☐ Broad ☐ General

Narrative Justification for Award:

This time off award goes to Mike Perry because of his stellar customer service in preparation of and during the Office of Land and Emergency Management's (OLEM) recent office moves. Mike supported OLEM by providing speedy and efficient assistance in support of OLEM's space consolidation efforts. Mike provided critical direction and expert knowledge to OLEM staff on a timely basis. He also met with management as needed and did so on short notice, with great professionalism and with great care to detail, resulting in a successful move.